Date: [Insert Date]

To: All Employees

Subject: Mandatory Office Relocation Notice

Dear Team,

Please be advised that [Company Name] will be officially relocating its office operations to a new location. This move is a mandatory transition for all staff currently based at [Current Address].

New Office Address:
[Insert New Street Address]
[City, State, Zip Code]

Effective Date:
All employees are expected to report to the new location starting [Insert Date]. The last day of operations at the current office will be [Insert Date].

Key Relocation Details:

- **Packing:** Employees are responsible for packing their personal belongings by [Insert Date]. Packing materials will be provided on [Insert Date].
- **Equipment:** IT equipment and furniture will be moved by professional movers on [Insert Date].
- **Access:** New key cards or access codes will be distributed on [Insert Date].

Please update your records and professional signatures to reflect the new address effective [Insert Date]. If you have any questions regarding the logistics of this move, please contact [Department/Contact Name] at [Phone Number/Email].

We look forward to welcoming you to our new workspace.

Sincerely,

[Your Name]
[Your Title]
[Company Name]